**REQUIRED COVER PAGE**

**APPLICATION FOR FACULTY RESEARCH GRANT**

\*All sections/questions must be completed to be considered for grant award.

**Choose one**: Date of Minnesota State Mankato Faculty Appointment, Semester and Year:

[ ] Creative Project Date of Last FRG Award, Semester and Year awarded (if applicable):

[ ] Research Project Final FRG report submitted to RASP (if applicable): Yes No

**Project Title:**

**Name of Principal Investigator/Project Director:**

**College (abbrev): Department:**

**Amount Requested: $ Total Cost of Project: $**

**Does this project involve:**

**Yes No**

[ ] [ ] human subjects?

[ ] [ ] animals/animal care facility?

[ ] [ ] radioactive materials?

[ ] [ ] hazardous materials?

[ ] [ ] biological agents or toxins restricted by the USA Patriot Act?

[ ] [ ] copyright or patent potential?

[ ] [ ] utilization of space not currently available to the PI/PD?

[ ] [ ] the purchase of equipment/instrumentation/software currently available to the PI/PD?

***NOTE***: ***If the answer is “yes” to any of the above questions, the investigator must attach appropriate documentation of approval or justification for use/purchases, including housing of animals****.*

**SIGNATURES**

**\*secured by the PI prior to the deadline**

**Eligibility: Returning fixed term Tenure-track Tenured**

**Department**

Contribution (if applicable): $ If CASH, Account Number:

**Equipment**: The department acknowledges responsibility for the maintenance and upkeep of any equipment purchased with grant funds.

Chairperson Date

**College**

Contribution (if applicable): $ If CASH, Account Number:

Dean Date

**Internal Use Only**

Date Receipt by the Office of the Associate Provost for Research and Dean of the College of Graduate Studies:

**REQUIRED BUDGET TEMPLATE FOR FACULTY RESEARCH GRANT**

|  |  |  |
| --- | --- | --- |
| **CATEGORY** | **FRG Request** | **Matching Funds** |
| **Personnel**  Justification: |  |  |
| **Supplies, materials, and equipment**  Justification: |  |  |
| **Copying and printing**  Justification: |  |  |
| **Communication**  Justification: |  |  |
| **Travel**  Justification: |  |  |
| **Dissemination (may not exceed $1,200)**  Justification: |  |  |
| **Other services**  Justification: |  |  |
| **TOTAL REQUESTED; TOTAL MATCHED** |  |  |

**Checklist for Faculty Research Grant**

**The proposal package is considered for completeness and adherence to requirements. The following must be included to be eligible for all evaluation points:**

Cover page (A)

Abstract (B)

Purpose/objectives (C)

Significance/need (D)

Process for attainment of objectives/goals (E)

Timeline and amount of time devoted to the project

IRB/IACUC submission (if applicable)

Dissemination of results (F)

Bibliography (G)

Vita, 3 pages recommended (H)

Appendix 1: Budget, using template with only allowable expenses

Appendix 2: Previous Funding, required for Applicants with any previous FRG award(s)

# Proposals should adhere to formatting requirements to receive maximum criteria points.

Sections B-G (abstract through bibliography):

12-point font

One-inch margins

Double-spaced (only Section G. Bibliography may be single-spaced)

Pages numbered

Sections B-H may not exceed 16 pages

May have up to 5 pages of attachments

Must use the budget template (as provided) for Appendix 1

Electronically submit the fully signed application to the Office of the Associate Provost for Research and Dean of the College of Graduate Studies, by 4:30pm on the deadline day.

# Prior to submission: Applicants are strongly encouraged to contact their College rep for guidance.